GENERAL

For each month of operation, your ferry should submit ONE completed copy of the Ferry Traffic Count form to KYTC. This form serves as a summary of the traffic that your ferry has seen over the past month. The sheets that are used to collect daily traffic totals do not need to be sent to KYTC.

It is left to the discretion of the ferry authority how data for the Ferry Traffic Count form is to be collected on a daily basis. If there are categories that do not apply to your operation, the daily forms that you use to collect your Traffic Count data can omit these. However, the Ferry Traffic County form that is submitted to KYTC should not be modified to ensure a standardized collection of data between the seven state funded ferries. If, for instance, your ferry does not allow foot passengers, enter all zeros in that column on the Ferry Traffic County form.

The Ferry Traffic Count form can be completed using Microsoft Excel or filled in by hand. Blank paper copies of the Ferry Traffic Count form as well as the Excel file will be provided to the ferry authorities for their use. The use of Excel is encouraged as it will automatically total all of the columns reducing your paperwork and any potential errors.

Once the Ferry Traffic Count form is completed, it can be submitted to KYTC by regular mail or via email. However, operational invoices will NOT be processed until the Ferry Traffic Count form is received. If an invoice is received without the necessary Ferry Traffic Count form, the ferry authority will be notified that this needs to be submitted.

OPERATION COLUMNS

FULL-DAY-If your ferry was in operation for the number of hours contracted by KYTC for a Full Day, mark this column. At the end of the month, this column should be summed up and the total placed at the bottom of the column.

HALF-DAY-If your ferry was ONLY in operation enough to qualify as a Half-Day rate as specified by KYTC, mark this column. At the end of the month, this column should be summed up and the total placed at the bottom of the column.

CLOSED-If your ferry was not in operation enough to qualify for the Half-Day rate as specified by KYTC or it was Closed all day, mark this column. At the end of the month, this column should be summed up and the total placed at the bottom of the column.

HOURS FERRY WAS IN OPERATION-Write in the hours your ferry was in operation. This column is essential as it certifies to KYTC your invoicing for Full-day or Half-day rate. If Half-Day or Closed was selected in the previous columns, use the following Closure Codes to indicate the reason for the closure. If the closure is due to a combination of factors, select all that apply.

CLOSURE CODES:

HW-HIGH WATER-Water levels were too high to safely operate ferry.

LW-LOW WATER-Water levels were too low to operate ferry.

RP-REPAIRS-Major repairs made to the ferry.

MT-MAINTENANCE-Routine, minor activities to maintain the ferry.

WD-WIND-Wind was too high to safely operate ferry.

SN-SNOW-Snow prevented the safe operation of the ferry.

IC-ICE-Ice prevented the safe operation of the ferry.

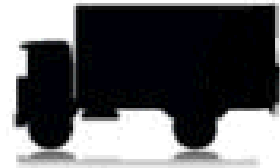OT-OTHER-Any other closure not indicated above.

VEHICLE TYPE COLUMNS

Cars: Traditional type passenger vehicles that were transported on the ferry, excluding those on trailers.

Pickup, SUV, Van: All other passenger vehicle types, excluding those on trailers.

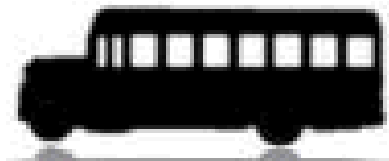2 Axle Truck: Box truck, Delivery truck, Panel truck, etc.

3 Axle Truck: Dump trucks, Coal Trucks, etc.

4 Axle truck: The Truck and trailer are counted as one vehicle

5 Axle Truck: The truck and trailer are counted as one vehicle
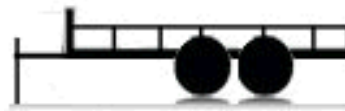
Bus: School bus or charter.

Motorcycle: Only counted if ridden across ferry (not on trailer).

Farm/ Const. Eqpt: Agricultural or Construction Equipment, not on a trailer: Tractors, Combines, Backhoes, Excavators, etc.

1 Axle Trailer: The vehicle pulling trailer would be marked separately. If a van pulling a trailer crossed ferry, it would count as one van and one trailer.

2 Axle Trailer: The vehicle pulling trailer would be marked separately. If a pickup pulling a trailer crossed ferry, it would count as one pickup and one trailer.

TOTAL # OF VEHICLES-This is the total of all of the previous Vehicle Type Columns, Cars through 2 Axle Trailers.

TOTAL # OF PASSENGERS-This is the total number of people in the previous Vehicle Type Columns, Cars through 2 Axle Trailers.

TOTAL # OF TRIPS-This is the total number of trips, both empty and loaded, that your ferry made. A trip is equal to a one-way crossing.

Foot Passenger: Only indicate the number of individuals that walked onto your ferry for a ride, do not include those that drove their vehicle onto the ferry and walked around on the trip.

Bicycles: The number of bicycles that were ridden onto your ferry, not ones transported in a truck or on the back of a car.